

Post Applied for:

## Acorn Homes Job Application Form

1<sup>st</sup> Interview Date:

Start Date:

2<sup>nd</sup> Interview Date:

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE**

### Section 1 Personal details

Last Name:

First Names:

Previous Surname:

Previous First Names:

Address:

  
  


Postcode:

Home Telephone N<sup>o</sup>:

National Insurance N<sup>o</sup>:

Letter	Numbers				Letter

Daytime Telephone N<sup>o</sup>:

Marital Status:

Mobile Telephone N<sup>o</sup>:

E-mail Address:

Town & County of Birth:

**Are you free to remain and take up employment in the UK with no current immigration restrictions?**

Double click on the box of your choice to mark

Yes

No

**Driving Licence – if relevant to post applied for.**

Do you hold a full driving licence valid in the UK?

Yes

No

**Please state if you have any points on your licence and reason:**

**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.**

## Section 2 Present Employment

**Present Employment** (If now unemployed, please provide details of your last employer).

**Name of Employer:**

**Address:**  Date Verified:

Signature:

**Postcode:**

**Position Held:**

**Dates From / To:**  **Salary:**

**Brief description of duties:**

Continue on a separate sheet if necessary

**Period of Notice:**  **Last day of Service**   
 (if no longer employed):

**Reason for leaving:**  
 (if no longer employed explain gap from the leaving date to present).

**If I am the successful candidate following the selection process and a conditional offer of employment has been made;** please tick if you are happy for us to apply for the reference above (your current employer), alternatively if you do not tick this box, we will wait for you to email us to provide permission for us to apply for this reference.

## Section 3 Previous Employment

**Previous Employment** (most recent employer first). Please cover all of your employment history from leaving education and state the nature of the business - if not public sector. All gaps in employment **MUST** be explained.

Company Name, Employer Name, Full Postal Address (inc postal code) and Contact Number	Job Title	Dates Employed from and to (mm/yy)	Reason for Leaving	Did post involve working with Vulnerable Children or Adults (Yes/ No)	Date Verified	Signature

## Previous Employment Continued...


Continue on a separate sheet if necessary.

## Employment Gaps

Please use this space to explain any employment gaps you have had since leaving school  
*i.e. June 95 – September 95 – Summer holidays, waiting for College to start*  
*May 04 – August 04 – Made redundant, looking for work and claiming Job Seekers Allowance*  
 Please note that we will require you to evidence the information provided in this section i.e. child benefit/job seekers letter.

Dates of Employment Gaps from and to (mm/yy)	Explain in Detail (please also state if you claimed any benefits in this time period)

Continue on a separate sheet if necessary.

Have you been subjected to any previous disciplinary action? Yes  No

**If yes, please explain in further detail:**

## Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and Grades obtained	Dates to and from (mm/yy)	Certificates Seen – Date & Signature
School	Subjects	Qualifications and Grades obtained	Dates to and from (mm/yy)	

Continue on a separate sheet if necessary

## Section 5 Training and Development

Please provide details of any training and development courses or non-qualification courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Dates to and from (mm/yy) and Duration of Course	Certificates Seen – Date & Signature

Continue on a separate sheet if necessary

## Professional, Technical or Management Qualifications

Please provide details:

Professional/Technical/ Management Qualifications	Course Details	Certificates Seen – Date & Signature

**Membership of any Professional / Technical Associations - Please state level of Membership:**

Continue on a separate sheet if necessary

## Section 6 Personal Statement

**Abilities, skills, knowledge and experience:**

Please use this section to explain in detail how you meet the requirements of the Employee Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used to support your application.

Continue on a separate sheet if necessary

## Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are spent or unspent under the Rehabilitation of Offenders Act 1974? Yes  No

Are you currently on the DBS Updating Service? If so, please provide the updating reference or DBS certificate reference: \_\_\_\_\_ Yes  No

*Because of the nature of the work for which you are applying, the post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders act 1974 (Exemptions) order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies*

If yes, please provide details / dates of offence(s) and sentence:

	DBS Date Received:  Signature:
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## Section 8 Protecting Children and Vulnerable Adults

**Enhanced Checks**

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? If yes please provide this information on a separate sheet. Yes  No

## Section 9 References

Please provide the names and addresses of your most recent employer (if applicable) and two other previous employment references. **Any previous employment and/or voluntary work undertaken involving vulnerable young children and adults should be included as a priority over other employment.** However, if you do not have a previous employment history, please provide the names and addresses of persons whom we may contact for character references.

Reference 1 – Present/Last Employer	Reference 2 – Previous Employer
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<b>Name:</b>	<input style="width: 80%;" type="text"/>
<b>Position (job title):</b>	<input style="width: 80%;" type="text"/>
<b>Work Relationship:</b>	<input style="width: 80%;" type="text"/>
<b>Organisation:</b>	<input style="width: 80%;" type="text"/>
<b>Address:</b>	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
<b>Telephone Nº:</b>	<input style="width: 80%;" type="text"/>
<b>E-mail:</b>	<input style="width: 80%;" type="text"/>
Date Requested:	<input style="width: 80%;" type="text"/>
Date Received:	<input style="width: 80%;" type="text"/>

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<b>Position (job title):</b>	<input style="width: 80%;" type="text"/>
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Date Requested:	<input style="width: 80%;" type="text"/>
Date Received:	<input style="width: 80%;" type="text"/>

Reference 3 – Previous Employer/ Character	Reference 4 – Voluntary work involving vulnerable young children and adults (if applicable)
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<b>Name:</b>	<input style="width: 80%;" type="text"/>
<b>Position (job title):</b>	<input style="width: 80%;" type="text"/>
<b>Relationship:</b>	<input style="width: 80%;" type="text"/>
<b>Organisation:</b>	<input style="width: 80%;" type="text"/>
<b>Address:</b>	<input style="width: 80%;" type="text"/>
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Date Requested:	<input style="width: 80%;" type="text"/>
Date Received:	<input style="width: 80%;" type="text"/>



## Section 10 Declaration

Are you related to or do you have a close personal relationship with an employee(s) of Acorn Homes (Group) Ltd?

Yes       No

If yes, specify name(s), position(s) and relationship(s)

If appointed, do you have any interests or hold any appointments that may conflict with employment by Acorn Homes (Group) Ltd in the role for which you have applied?

Yes       No

If yes, please detail on a separate sheet.

### B. Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

**I acknowledge that Acorn Homes (Group) Ltd is under a duty to protect the public and to this end I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.**

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, The Secretary of State or Regulatory Body. I understand that to knowingly provide false information, or to omit any relevant information, could result in the withdrawal of any employment offer and possible criminal prosecution.

**Signed:**

**Date:**

(NB. Candidates selected for interview will normally be notified within four weeks of the closing date. Unfortunately applicants who do not hear from Acorn Homes (Group) Ltd must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.)

**Acorn Homes (Group) Ltd undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.**

**If you are returning this form by email, you will be asked to sign your application at interview.**

### RETURNING THIS FORM

**By Hand or Post:**  
 Human Resources  
 Acorn Homes  
 Northdown House  
 Northdown Park Road  
 Margate  
 Kent CT9 3TP

**By E-Mail:**  
 hr@acornhomes.eu

**Enquiries:**  
 Telephone: 01843 808454

**Please turn over to complete our EQUALITY MONITORING FORM...**

Acorn Homes (Group) Ltd collects equality information solely for monitoring purposes to ensure that our policies and procedures are effective. Our Equality Policy commits us to having a workforce that reflects all sections of society – the data you share will be used to monitor and evaluate if these obligations are met or not.

Acorn Homes (Group) Ltd is committed to the principles of fairness, consistency, meritocracy and equality of opportunity. No applicants will be discriminated against regardless of their age, colour, disability, ethnicity, gender or gender identity, race, religion or belief and / or sexual orientation or if you do not wish to complete this form.

The information you enter on this Equality and Diversity monitoring form will be used for monitoring purposes only and will not be used in assessing and or scoring your application or at interview stage. This information is kept fully confidential and accessibility is strictly limited in accordance with the Data Protection Act.

**1. Are you:**

- Job Applicant
- Job Applicant – from an Agency
- Staff member full time
- Staff member part time
- Volunteer
- Director

**2. Gender**

- Male
- Female
- Do not wish to disclose

If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender.

Do you live and work in a gender other than that assigned at birth

- Yes
- No
- Do not wish to disclose

**3. What age group do you belong to?**

- 18-25
- 26-35
- 36-45
- 46-65
- 65+
- Do not wish to disclose

**4. How would you describe your sexuality?**

- Heterosexual
- Gay
- Lesbian
- Bi-Sexual
- Do not wish to disclose

**5. Do you consider yourself to have a disability?**

The Equality Act 2010 protects people who are disabled including those with long-term health conditions.

- Yes
- No
- Do not wish to disclose

If 'Yes' please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'other'.

- Physical Impairment
- Learning Disability / Difficulty
- Sensory Impairment
- Long-standing Illness
- Mental Health Condition
- Other

**6. Please indicate which ethnic group you consider yourself to belong to?**

**White**

- White – British (to include Northern Ireland, Scotland & Wales)
- White – Irish
- White - European
- Other White

**Black**

- Black or Black British – Caribbean
- Black or Black British – African
- Other Black

**Asian**

- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Asian or Asian British – Bangladeshi
- Chinese
- Other Asian

**Mixed**

- Mixed – White & Black Caribbean
- Mixed – White & Black African
- Mixed – White & Asian
- Other Mixed

**Other/unknown**

- Ethnic identity not known
- Do not wish to disclose

If you have selected 'Other' please state which group you consider yourself to belong to:

**7. Please indicate which religion you consider yourself to belong to?**

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- No religion
- Do not wish to disclose
- Other religion please state:

**8. Where did you hear about the job vacancy?**

**Thank you for taking the time to complete this form.**